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EXAMINATIONS.

INSTRUCTIONS TO PRESIDING OFFICERS, 1903.

☞ The Presiding Officers are *requested to peruse carefully* the following instructions and see that they are fully carried out:—

(1) Each Inspector or such other person as may be appointed by the Minister, shall receive from the Department or the Inspector, the examination papers, and shall thereupon be responsible for the safe keeping of the bag containing the same, unopened, until the morning of the first day of the examination.

(2) On the receipt of the bag containing the question papers the Presiding Officer will see that *the seal is intact*. The bag can be opened by breaking the wire close to the seal, and when opened on the first day of the examination the names and numbers of the envelopes containing the question-papers should be verified with the time-table.

(3) The Presiding Officer will satisfy himself that all necessary arrangements are made by the School Board in due time for the examination. If the trustees have not placed a clock in each room used for examination purposes the Presiding Officer shall have power to hire the use of one for each room during the time required for the examination, and charge the same as part of the expenses of the examination.

(4) The Presiding Officer shall, if there is sufficient accommodation and if a sufficient number of papers have been received, admit candidates who through some oversight did not send their applications to the Inspector. The names of such candidates are to be entered in the report-blank specially provided, with such information as is required of the other candidates. This report-blank and the required part of the fee with one dollar additional as provided, should be sent by the Presiding Officer to the Education Department. The remainder of the fee should be sent to the Board that bears the expense of the examination.

(5) The Presiding Officer shall exercise necessary vigilance at all times while the candidates are engaged, and he *shall not give his attention to any work other than that which pertains to his duties as*

Presiding Officer. He shall take all necessary care to render it impossible for the instructions to candidates to be violated without his knowledge. This instruction (5) is to be observed however small may be the number of candidates.

(6) It is imperative that the regulations be enforced by the Presiding Officer and strictly observed by the candidates. In particular, the examination papers shall be distributed, and the answer papers collected *punctually* at the time indicated in the time-table. The Presiding Officer has no authority to deviate from the official time-table.

(7) (a) In the examination room candidates, whether writing on the same subject or on different subjects, shall be seated at least five feet apart. All diagrams or maps having reference to the subject of examination shall be removed from the room, and books, papers, etc., removed from the desks; all arrangements shall be completed, and the necessary stationery distributed at least *fifteen minutes* before the time appointed for the commencement of the first subject of the examination, and at least *five minutes* before each other subject is begun.

(b) The necessary stationery includes pens, blotting-paper, black ink of a uniform color, and the authorized examination-books. Each candidate will receive one examination-book at the beginning of each examination period and other books as required during said period. No paper other than the examination-book must be distributed to the candidates, and no paper, examination-book or other book must be brought into the room by any candidate. (The Presiding Officer's attention is called specially to the instructions as to the use of the examination-books.)

(8) No person except the Presiding Officers and any necessary attendants shall be present with the candidates in any room at the examination; and at least one Presiding Officer shall be present during the whole time of the examination in each room occupied by the candidates. A Presiding Officer shall not have in his charge at one time more than twenty-five candidates.

(9) The Presiding Officer shall, as indicated on the time-table, read to the candidates their duties, drawing attention to any feature of them that may require special care during the examination, and emphasizing the directions to the candidates as to the manner in which the slips are to be attached to the envelopes. Great care should be taken in distributing the proper number and kind of envelopes and examination-books and in accounting for such envelopes and examination-books as have been distributed. The instructions for candidates also contain instructions to Presiding Officers.

(10) *Punctually* at the time appointed for the commencement of each examination, the Presiding Officer shall, in the examination room and in the presence of the candidates and other assistant presiding officers (if any), break the seal of the envelopes containing the examination papers, and give them to the assistant officers and to the candidates. The papers of only the subject or subjects required shall be opened at one time. Until the examination in the subject is over no examination papers, other than those which the candidates receive, shall be taken out of the room.

(11) *Punctually* at the expiration of the time allowed, the Presiding Officer shall direct the candidates to stop writing, and cause them to hand in their answer papers *immediately*, duly fastened in the envelopes.

(12) The Presiding Officer shall keep upon his desk the tally-list (check-list of candidates and subjects) and as each paper in any subject is handed in (and he should carefully note the superscription of the envelope—the subject and the candidate's name), he shall check the same by entering the figure "1" opposite the name of the candidate. The Presiding Officer will enter the names of candidates on the tally-list *in the same order as found on the list of candidates*, (Form 44). After the papers are handed to the Presiding Officer he shall not allow the envelopes to be opened, and he shall be responsible for their safe keeping until transmitted to the Education Department. The answer-envelopes as well as the question-envelopes should be kept in a safe, or in a room with windows fastened and doors securely locked by a cylinder lock.

(13) For special instructions regarding the examinations in Stenography, Chemistry, Biology, etc., see the circular which is forwarded to each Presiding Officer prior to the examinations.

REPORTS, ETC.

(14) The Presiding Officer shall report to the Education Department at the close of the examination in the "remarks" column of the Diagram Blank, any particulars in which the instructions, etc., were not observed and he shall mention any facts regarding the examination that he deems expedient to have brought before the Board of Examiners. The Presiding Officer and his assistants shall sign a declaration that in all other respects the instructions and regulations were fully complied with.

(15) The Presiding Officer as part of his report to the Department shall send a diagram of each room on the forms provided, showing the position occupied by each candidate and Assistant Presiding Officer during each examination. Candidates shall not be permitted to change positions.

(16) The Presiding Officer shall not arrange the answer papers according to subjects, but shall arrange them so that all the answers of each candidate for examination shall be sent all together and in the order in which their names appear on the list of candidates for the Examination. To facilitate this elastic bands have been supplied, one for each candidate's set of answers.

(17) The prompt return of the answers to the Education Department at the close of the respective examinations is essential, and may be greatly facilitated if the answers are sorted at the close of each day's examination. All diagrams and reports (*except the tally-lists*) should be forwarded to the Department *by post* on the respective days that the answers are forwarded. The tally-list of each examination should be returned in its respective bag with the candidates' answer envelopes.

(18) The answers of the candidates taking the (a) The District Certificate Examination and (b) the Part II. Commercial Diploma Examination, together with the corresponding tally-lists shall be

returned, *in separate parcels*, securely tied, at the close of those examinations, in one of the bags provided; the answers of candidates taking the Commercial Specialists' Examination are to be returned by express or post at the close of that examination.

(19) The answers of the candidates for (a) the Part II. Junior Leaving, (b) Junior Matriculation and (c) the Senior Leaving, (d) the Honor Matriculation Examinations, together with the corresponding tally lists shall be returned *in separate parcels*, securely tied, at the close of those examinations, in one of the bags provided.

(20) The answers of Scholarship candidates, (Pass or Honors) shall be enclosed in the envelopes specially provided, shall be made up in a *separate parcel* and shall be returned to the Department in the same bag as the Matriculation and Leaving answers.

(21) (a) Each bag shall be so folded and tied that the words "The property of the Education Department" will be outwards. The shipping tag should be securely attached to the strap on each bag.

(b) All express charges must be prepaid, and no commercial value should be placed upon the bags and contents.

(c) All surplus examination papers may be given at the close of the examination to the Principal of the school.

EXPENSES OF THE EXAMINATION.

The Treasurer of the High School Board or of the Public School Board of the school where the examination is held shall pay on the certificate of the Public School Inspector, all the expenses of the examination which shall include the following:—

(1) For preparing the list of candidates, the Inspector shall be entitled to the remuneration of \$2.00, providing that the number of candidates writing does not exceed twenty. For each additional twenty candidates or fraction of that number, the Inspector shall be entitled to an additional dollar. It is to be understood that the number of applications received, and not the examinations on which candidates write, will determine the amount paid for his service.

(2) For conducting the examination each Presiding Officer and each assistant presiding officer shall be entitled to \$4.00 a day and actual travelling expenses which shall include railway fare or the ordinary cost of conveyance.

(3) For meeting the incidental expenses of the examination, the cost of stationery, etc., and the payment for any additional services required during the examination.

INSTRUCTIONS TO CANDIDATES.

(1) Each candidate shall satisfy the Presiding Officer as to his personal identity before the commencement of the second day's examination, and any person detected in attempting to personate a candidate shall be reported to the Department. The Presiding Officer is authorized to refuse the application of any candidate who presents himself at any centre other than that nearest his usual place of residence, unless the candidate's explanation of his course in so presenting himself is in every way satisfactory to the examiner.

(2) Candidates shall be in their allotted places before the hour appointed for the commencement of the examination. If a candidate be not present till after the appointed time, he shall not be allowed any additional time. No candidate shall be permitted, on any pretence whatever, to enter the room after the expiration of an hour from the commencement of the examination. The Presiding Officer is authorized to refuse admission even within the hour if the candidate's explanation is in any sense unsatisfactory, or if the examiner has reason to suspect collusion between the newly-admitted candidate and other candidates.

(3) A candidate shall not leave the room within *one hour* after the distribution of the examination papers in any subject; and if he then leave he shall not be permitted to return during the examination on such subject.

(4) Every candidate should conduct himself in strict accordance with the instructions. Should he violate the instructions to be found in sections 5 and 6 below or on the first page of the examination book; should he take into the room or have in his possession, in his desk, or on his person, any book, notes, paper, or anything from which he may derive assistance; should he talk, whisper, or make signs to another candidate; should he leave his answers so exposed that any candidate may copy from him; should he give or receive aid or extraneous assistance of any kind whatsoever, his examination will be cancelled and he will be debarred from presenting himself at any Departmental examination for two years. Should the Presiding Officer obtain clear evidence of the violation of these instructions at the time of its occurrence he shall cause the candidate concerned at once to leave the room; he shall strike his name from the list of candidates; and he shall not permit him to return to the room during the remaining part of the examination. If, however, the evidence be not complete at the time, or be obtained after the close of the examination, the examiner shall report the case to the Department.

5. Every candidate shall write the name of the subject of examination very distinctly at the top of each page of his examination-book. If he write his name or any distinguishing mark on his examination-book, or if he tear any paper from this book, or if he insert in this book any matter not pertinent to the examination, or if he use any paper or book or ink other than that provided, his examination may be cancelled.

6. The candidate shall write his answers or solutions only on the ruled sides of the leaves of his examination-book or books (if more than one be needed); he may use the unruled sides in preparing the answers in rough. He shall fold his examination book (or books) once across, place it in the envelope provided by the Department, seal the envelope, write on the outside of the envelope the subject of examination only, and on the slip provided, his name in full (surname preceding), and then securely fasten the slip to the envelope, as instructed by the Presiding Officer.

7. Candidates are also reminded that the Presiding Officer is not allowed to make *any explanation* or other statement regarding the probable meaning of any question or to give *any advice* as to what

questions should be answered by the candidates or how any question should be answered.

8. Should any error appear to have been made in any question *no attention* shall be drawn to it during the time of the examination by either the Presiding Officer or any of the candidates. Candidates may, however, at the end of the examination period submit the matter to the Presiding Officer who, if he considers it necessary, will report on the matter to the Department at the close of the examination.

EXTRACTS FROM INSTRUCTIONS TO APPLICANTS AND INSPECTORS.

FEEES.

District Certificate Examination \$2. Part II. Junior Leaving \$5. Junior Matriculation Examination, \$5. Senior Leaving Examination, Part I and II, each \$3; taken together, \$5. Commercial Diploma Examination, Part II., \$2. Commercial Specialist Examination, \$5. For candidates for examination in the additional subjects (not to exceed four) for matriculation into any university or learned profession, the fee shall be \$2. If the fees for a candidate amount to more than \$5, only \$5 will be required.

Attention is directed to the scale of fees to be paid by candidates. When the fee is \$5, \$4, \$3, or \$2, the amount to be sent to the Department is \$3, \$2, \$2, or \$1, respectively. The remainder of the fees received is to be forwarded to the High School Board or other body that bears the expenses of the examination.

Applications will not be received by the Inspector after the 24th day of May, and candidates are reminded that they should in no case forward their applications to the Education Department. If the candidate should, through an oversight, neglect to have his application duly sent to the Inspector, he may present himself at the examination, when the Presiding Officer is at liberty to admit him, provided there is the necessary accommodation, and that a sufficient number of examination papers has been forwarded. An additional fee of \$1 will be exacted by the Presiding Officer from a candidate who presents himself in this way.

INFORMATION FOR CANDIDATES.

1.—(a) If a candidate on account of sickness or other legitimate cause is unable to appear at any examination, the portion of the fee received at the Department will be returned on application. For a refund of the rest of the fee application should be made to the School Board. A refund will not be made if the candidate writes on any subject of the examination.

(b) Candidates for the Botany and Zoology examinations should provide themselves with the necessary lenses, pencils and dissecting instruments; those for Senior Leaving Chemistry with analytical tables.

2. The subjects of examination for a District Certificate are Arithmetic and Mensuration, Geography, History, Grammar and Composition. Candidates for this examination must have satisfactorily completed the course of study in Bookkeeping, Writing, Drawing, Botany or Agriculture, and Reading prescribed for Form I. of the High Schools and Collegiate Institutes. On the examination subjects the candidate must obtain 33 per cent on each paper and 50 per cent of total.

3.—(a) All candidates for Junior Leaving Standing must submit evidence of having completed successfully the course of study in Reading, Writing, Drawing, Bookkeeping, Geography, Botany or Agriculture and British and Canadian History prescribed for Forms I. and II. of the High Schools and Collegiate Institutes, and in addition must take the following subjects of Part II. Junior Leaving examination viz., English Grammar and Rhetoric, English Composition, English Literature, Ancient History, Arithmetic and Mensuration, Algebra, Geometry, Physics, and (a) Chemistry or (b) Latin with *one* of the following, viz., (I) Greek, (II) French, (III) German, (IV) Chemistry.

(b) A candidate who has already obtained a certificate of having passed Part I. of Form II., will not be required to take the papers of Part II. Junior Leaving in Arithmetic and Mensuration, English Grammar and Rhetoric, and Physics.

4.—(a) All candidates for the Senior Leaving Examination must take the following Senior Leaving subjects, viz., (in Part I.) English Composition, English Literature and Rhetoric, Algebra, Geometry, Trigonometry, English and Ancient History, and (in Part II.) Latin and Physics, and one of the following groups, viz., (a) French and Greek, (b) German and Greek. (c) French and German, (d) French and Chemistry, (e) German and Chemistry, (f) Biology and Chemistry.

5. Candidates for Junior Leaving Standing, if they omit Latin, will be required to make $33\frac{1}{3}$ per cent. on each paper and 60 per cent. of the aggregate marks; if Latin be taken as an examination subject for Junior Leaving Standing then the candidate must obtain 50 per cent. of the aggregate marks in addition to $33\frac{1}{3}$ per cent. on each paper. Candidates for pass Junior Matriculation are required to obtain $33\frac{1}{3}$ per cent. on each paper; those for Senior Leaving Standing must obtain 50 per cent. of the total of each part and $33\frac{1}{3}$ per cent. of the marks assigned to each paper. 75 per cent. of the aggregate will be required for Honors.

6. It should be remembered that the confidential report of the staff is the only evidence of a candidate's attainments that can be considered by the Board of Examiners and as the report is confidential, no information can be given to a candidate as to how he was ranked in any subject.

7. Candidates should not request teachers or other persons to write to the Department in their behalf, as the Examiners are required to determine the standing of every candidate solely on the work submitted and on the confidential report of the staff. Medical certificates will not be considered unless transmitted before the papers are read. The record made in a subject at a previous examination cannot be considered. A candidate for a Leaving certificate who fails in a

subject cannot take that subject only another year, As a minimum percentage on the total is required, no division of the examination, except as prescribed, can be allowed.

8. Unsuccessful candidates at the examination should apply to the Principal of the High School or Collegiate Institute where they wrote for their marks, or to the Public School Inspector in the case of other centres. The marks will not be forwarded to candidates from the Education Department. The marks are not given for the subjects of an examination, or part of an examination for which a certificate has been awarded. Marks will not be reported in the case of candidates for University Scholarships.

9. In order to avoid unnecessary trouble and expense, unsuccessful candidates are recommended to obtain the advice of the Principal, after receiving their marks, before making an appeal. Each appeal (fee \$2) should be made on a separate sheet (though two or more may be forwarded under the same cover). The name of the candidate, his post office address, the examination for which he was a candidate, and the examination centre should be carefully given. Appeals must be made within twenty days after the publication of the results of the examination. In the case of Scholarship candidates there is no appeal. The decision of the Examiners, without reporting the marks assigned, will be communicated to the person making the appeal about the fifteenth of October, or before that time if the Board is able to report. It should be understood, moreover, that the power to dispose of appeals rests, under the Statute, with the Educational Council and not with the Department ; and therefore nothing can be gained by any correspondence that has not a significant bearing upon the merits of the appeal.

(b) The Educational Council appoints the Examiners and the Associate Examiners. The papers are prepared by the Examiners, and the answer papers are read by the Associate Examiners. In the case of an appeal the answer papers are read, not by the Associate Examiners, but by the Examiners who set the papers. Answer papers in the case of an appeal are therefore examined by different persons from those who valued them at the first reading. The report of the Board of Examiners must be approved by the Educational Council before any certificate can be awarded.